

EDITED TASK LISTING

CLASS: PLUMBER III (CORRECTIONAL FACILITY)

NOTE: Each position within this classification may perform some or all of these tasks.

1.	On a daily basis, plan, organize, direct, and monitor the work of plumber I/II and inmates engaged in the operation, installation, maintenance, alteration and repair of the physical plant (e.g., underground utilities, valves, fixtures, backflow assemblies, pumps, etc.) to provide information, direction, ensure proper completion of work to meet institutional, security, and program needs, provide a safe working environment, ensure compliance with various laws, rules, regulations, codes, policies, procedures, etc. by utilizing the work order system and various resources (e.g., Standard Automated Preventive Maintenance Systems [SAPMS], Injury and Illness Prevention Program [IIPP], California Code of Regulations, Code of Federal Regulations, California Fire Code, Uniform Plumbing Code [UPC] institutional operational procedures, personal experience, plumbing tools, testers, etc.)
2.	Supervise individuals committed to the Department of Corrections (inmates) to maintain security of work areas and materials in the performance of daily activities and to prevent escapes, injuries by inmates to themselves or others, damage to property, etc., utilizing interpersonal skills, heightened awareness of the surroundings, California Code of Regulations Crime and Prevention (Title 15), Supervisory Reports (CDC 101), Counseling Chronos (CDC 128/115), Daily Movement Sheet and various alarm systems, etc., as required by departmental policies.
3.	Inspect plumbing shop (e.g., keys, alarms, locking devices, tool cages, conditions of tools, tool inventories, office supplies and equipment, etc.) to ensure compliance stipulated by laws, rules, regulations, policies, procedures, providing a safe and secure working environment utilizing various resources, (e.g., personal knowledge, Departmental Operational Manual [DOM], Title 15, IIPP, institutional operational procedures, and appropriate training, etc.) on a continuous basis.
4.	Advise/inform the supervisor in the selection of plumbing materials, tools, and equipment for projects and in the preventive maintenance and repair of facilities (e.g., buildings, structures, fixtures, underground utilities, etc.) to obtain and/or provide information, meet the needs of the institution, ensure compliance with various laws, rules, regulations, codes, policies, procedures, etc., by utilizing various resources (e.g., catalogs, fliers, vendors, UPC, departmental design criteria guidelines, project drawings and specifications, personal experience, etc.) on an on-going basis.

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5.	On a daily basis, plan, lay out, organize, direct, and monitor the work of Plumber I/II and inmates engaged in the operation, installation, maintenance, alterations and repair of the physical plant (e.g. underground utilities, valves, fixtures, backflow assemblies, pumps, etc.) to provide information, direction, ensure proper completion of work to meet institutional security, program needs, provide a safe working environment, ensure compliance with various laws, rules, regulations, codes, policies, procedures, etc. by utilizing the work order system and various resources (e.g. Standard Automated Preventative Maintenance System [SAPMS], Injury and Illness Prevention Program [IIPP], Code of Federal Regulations, California Fire Code, Uniform Plumbing Code [UPC] institutional operational procedures, personal experience, plumbing tools, testers, etc.)
6.	Requisition tools, materials, supplies and equipment to ensure proper operation of plumbing shop utilizing procurement forms (e.g., purchase requisition forms [Form 954], written justification, bids, drug-free certification, recycle content, etc.) as required by the institutional operational procedures, State Administrative Manual, DOM, etc., on an on-going basis.
7.	Coordinate with departmental trades people, custody and other institutional program staff, contractors and vendors regarding projects, utility shutdowns, preventive maintenance and repairs of facilities (e.g., buildings, structures, fixtures, underground utilities, etc.) to ensure the work is completed effectively and efficiently, to minimize disruptions that may impact security, operations and programs, etc., and to ensure compliance with various laws, rules, regulations, policies, procedures, etc. utilizing interpersonal skills and various resources (e.g., UPC, IIPP, California Occupational Safety and Health Administration [Cal-OSHA] institutional operational procedures, personal experience, knowledge, etc.) as needed.
8.	Prepare estimates for a variety of jobs to include labor, materials, tools and equipment, etc., to identify and provide supervisor with necessary information for cost analysis, planning and developing projects, utilizing various resources (e. g, personal knowledge, blueprints, rough sketches, cost estimate books, vendors, laws, codes, rules and regulations, etc.) as needed.
9.	Prepare and maintain records and reports (e.g., material safety data sheets, inmate timekeeping, staff and inmate safety training, backflow testing, tool control, Supervisory Reports (CDC 101), Counseling Chronos (CDC 128/115), etc.) to provide information for institutional use and assure compliance stipulated by laws, rules, regulations, policies, procedures, etc. utilizing various resources (e.g., DOM, institutional operational procedures, Inmate Work Training Incentive Program [IWTIP], IIPP, etc.) on a daily basis.

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10.	Maintain plumbing fixtures/piping (e.g., underground utilities, valves, fixtures, backflow assemblies, pumps, etc.) to increase life expectancy of equipment, prevent breakdowns, reduce overtime, ensure the institution is meeting federal and state mandates, fire life and safety code, and energy conservation, etc., by utilizing various resources (e.g., California Code of Regulations, Code of Federal Regulations, California Fire Code, UPC, institutional operational procedures, personal experience, plumbing tools, testers, etc.) on an on-going basis.
11.	Communicate in a professional and effective manner with supervisors and others (e.g., state employees, inmates, public, contractors, vendors, inspectors, etc.) to provide and obtain information, establishing an effective working relationships utilizing tact, interpersonal skills and Title 15 in all situations at all times.
12.	Act as the Supervisor of Building Trades or Utility Shop Supervisor in his/her absence to ensure continued operations of the institution, utilizing personal knowledge and personal experience, DOM, institutional operational procedures, and departmental policies per institutional needs.
13.	Maintain and promote a work environment free of discrimination and harassment in accordance with the department's policies on sexual harassment and treatment of people to produce a hostile-free workplace utilizing Equal Employment Opportunity policies, Title 15, DOM, institutional operational procedures and appropriate training, etc., on a continuous basis.
14.	Interpret blueprints to identify specific information (e.g., data, location, specifications, equipment, materials, etc.) for troubleshooting, projects, work order assignments, and cost estimates, etc., utilizing personal knowledge, architect ruler/scale, etc., to ensure work is done according to plans and specifications on a regular basis.